

BOARD OF HEALTH  
CLOSTER, NEW JERSEY  
May 18, 2017

The regular meeting of the Closter Board of Health, Closter, New Jersey was

- held on May 18, 2017. Mrs. Guile called the meeting to order at 7:30 p.m. She invited everyone to join in the Pledge of Allegiance.

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of meetings which was sent to the Record and published in the newspaper, posted on the Clerk's bulletin board and has remained continuously posted as the required notices of the State. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

ROLL CALL

The following persons were present:

Mrs. Guile, President  
Mr. Neusch, Vice President  
Mrs. Batool  
Mrs. Pierro  
Mr. Pontrelli  
Mrs. Oliver (Alt. #1)  
Mrs. Chung (8:00 pm)  
Ms. Park (REHS)  
Mrs. Caputo, Secretary/Licensing Official/Registrar

Not at the meeting:

Dr. Baron, Mrs. Buonomo, Mr. Pontrelli

Mrs. Guile reported that Mrs. Oliver would be sitting in for Dr. Baron.

APPROVAL OF MINUTES

Mrs. Guile asked if there were any corrections or additions to the Minutes of the March 16, 2017. There being none, a motion was made by Mr. Neusch, seconded by Mrs. Pierro. All in favor, so moved, motion carried.

4. CORRESPONDENCE

A list of the correspondence was put into everyone's folder. Mrs. Caputo read Mrs. Switzer's letter of resignation as Deputy Registrar effective June 30, 2017. All in favor, so moved motion carried.

5. REPORTS

a. Health Officer

No report received.

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b. Registered Environmental Health Specialist

Ms. Park's report was reviewed and found to be in order. Detailed report on file in the Health Department office.

c. Secretary, Licensing Official, Registrar

Mrs. Caputo's reports were reviewed and found to be in order. Detailed reports on file in the Health Department office. She stated that in everyone's folder she included: (1) Copies of two letters confirming the powers of the local Boards of Health and the responsibilities of the Members. The letters also cited that the decision had been made in the case of Grosso v. Paterson. (2) A report outlining her duties of the three positions she holds, e.g. Certified Municipal Registrar, Licensing Official for dog/cats and Secretary.

Mrs. Caputo thanked Maria Passafaro who stepped up to the plate when she was in the hospital and recuperating at home by opening all her mail, discussing what monies went where, depositing same. She decided that she would be able to issue all licenses at home with the exception of dogs. Maria brought everything she needed and then picked up the licenses for mailing. She couldn't have done it without her. She also thanked Leslie Weatherly for mailing her dog licenses.

Mrs. Caputo stated that if needed she would be willing to help out in the training of her replacement by coming in even after she retires.

## 6. COMMITTEE REPORTS

The Finance & Personnel, Community Health & Nursing Services and Animal Licensing committees had no reports.

c. Public Relations

Mrs. Pierro reported that information had been sent to the local papers, Boro web-site and the Mayor for inclusion in his monthly newsletter.

d. Legal & Ordinance Review

Mr. Neusch reported that the matter of bee keeping had been brought to light again and as of this writing Board of Health ordinance is still in effect.

## 7. HEARINGS

No one wished to be heard.

## 8. OPEN/CLOSE MEETING TO THE PUBLIC

Mrs. Guile opened the meeting to the public. No one was in attendance, she closed the meeting to the public.

## 9. OLD BUSINESS

There was none.

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10. NEW BUSINESS AND ANY OTHER MATTER THAT MAY COME BEFORE  
THIS BOARD

A. Mrs. Caputo's Retirement

Mrs. Guile thanked and congratulated Mrs. Caputo on her 35 years of dedicated service.

b. Mrs. Guile stated that she was going to appoint an interview committee for anyone applying for Mrs. Caputo's positions. In

Mr. Pontrelli's absence, Mrs. Pierro volunteered to replace him joining Mrs. Guile and Mr. Neusch.